

**CITY OF SUNNYVALE**  
**SUNNYVALE BOARD OF LIBRARY TRUSTEES**  
West Conference Room - City Hall  
Regular Meeting September 9, 2002 - 8:00 p.m.  
**MINUTES**

1. CALL TO ORDER:

The meeting was called to order by Chairperson Jackie Harrison at 8:00 p.m. The following members answered roll call: Pam Anderson, William Soby and Robert Harms. Staff members present: Administrative Librarian Karen Willes and Recording Secretary Sandra Barajas. William Soby moved to excuse Tom Flaherty's absence; seconded by Pam Anderson; motion carried unanimously.

2. AGENDA APPROVAL:

Robert Harms moved to approve the agenda as presented; seconded by Pam Anderson; motion carried unanimously.

3. APPROVAL OF MINUTES OF 08/05/02 MEETING:

Jackie Harrison requested that item "a." under "New Business" be corrected from "Training by California State Library" to "Training by California Association of Library Trustees and Commissioners (CALTAC)". Pam Anderson moved to approve the minutes as corrected; seconded by Robert Harms; motion carried unanimously.

4. PUBLIC INPUT: None.

5. NEW BUSINESS:

a. Library Policy #A-63: Cell Phone Use at the Sunnyvale Library

Administrative Librarian Karen Willes informed the Board that the above policy had been developed based on the recent flier with tips for basic library courtesy. Discussion ensued regarding posting signs at the library entrance and staff will investigate.

6. WORK STUDY PROGRAM:

a. Develop Council Study Issues for Council Consideration

Discussion ensued regarding Library Space Study - Workplan and Budget, theft of library materials and Sc[i]3 operations; however; no recommendations were made by the board. Boardmember William Soby inquired if there were any non-routines related to Sc[i]3 operations. Further discussion will continue at the October 7<sup>th</sup> board meeting.

7. OLD BUSINESS: None.

8. SAB (System Advisory Board) REPORT: None

9. CHAIRPERSON'S REPORT:

The City of Sunnyvale is developing a public relations and recruitment video for Board and Commissions. Jackie Harrison requested topics of recent issues that may be used for her meeting with Harmita from Tan Publications. Board members suggested the following topics: Cell Phones, Collection Development Policy,

Library Sub-Element, Sc[i]3 and interaction with outside agencies.

10. DIRECTOR'S REPORT:

Administrative Librarian Karen Willes noted the following:

- Plans are underway for the annual Library Staff Development Day which will be held on Monday, November 11<sup>th</sup>. The library will be closed to the public in observance of Veteran's Day.
- The annual International Street Faire will be held on Saturday, September 21<sup>st</sup> from 11 a.m. to 4 p.m. in the Civic Center on West Olive Avenue.
- The City of Sunnyvale will be presenting a commemorative event on Wednesday, September 11<sup>th</sup> at City Hall at 6:30 p.m.
- Program flyers and announcements were distributed.

11. BOARD INPUT:

Bob Harms shared with library staff and board members the Friends of Sunnyvale Public Library book sale invitation and Sunnyvale postcards.

12. STAFF INPUT: None.

13. AGENDA BUILDING: As previously requested by William Soby, agenda item, "Increase Public Interaction" will be added as new business to the October 7<sup>th</sup> board agenda.

15. NEXT MEETING: 10/07/02, Council Chambers - City Hall 7:30 p.m.

16. ADJOURNMENT: There being no further business, William Soby moved that the meeting be adjourned at 8:53 p.m.

Respectfully submitted:

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Victoria L. Johnson  
Director of Libraries